

No. 12/3/2016-CS.II (B)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
Dated: 18<sup>th</sup> July, 2016  
2016

**OFFICE MEMORANDUM**


Subject: Filling up of 2 vacant posts of Sr. Secretariat Assistant of CSCS Cadre in regional office of Staff Selection Commission(ER), Kolkata-reg.

The undersigned is directed to refer to this Department's OM of even number dated 16.05.2016 on the subject mentioned above and say that the following posts belonging to CSCS Cadre are lying vacant in regional office of SSC(ER), Kolkata:-

S. No.	Office	Cadre Unit	Post	No. of vacancies
1	SSC-Kolkata	DoP&T	Sr. Secretariat Assistant (SSA)	2

- All the Cadre Units of CSCS are requested that the application of willing officers for filling up the outstation posts of Sr. Secretariat Assistants in regional office of SSC, Kolkata be forwarded along with their personal particular in the enclosed proforma not later than **15<sup>th</sup> August, 2016** for being considered to the aforesaid post.
- Before sending the particulars, it may be assured that the web based data in respect of the official(s) are updated.

Encl: As above

  
(Rajesh Sarswat)  
Under Secretary to the Govt. of India  
Tel- 24654020

To  
Under Secretary (Admn.)  
Participating cadre units of CSCS  
(As per Annexure)

# BIO-DATA

1. NAME :
2. DESIGNATION:
3. DATE OF BIRTH :
4. PRESENT MINISTRY/DEPARTMENT:
5. PERSONAL CONTACT NUMBER: \_\_\_\_\_
6. EDUCATIONAL QUALIFICATION:
7. EXPERIENCE (INCLUDING DEPUTATION DETAILS):

S. No	GRADE	MINISTRY / DEPARTMENT	FROM	TO	ATTACHED WITH

8. MEDIUM:

9. REASONS FOR SEEKING OUTSTATION POST:

Date \_\_\_\_\_

**(Signature of the applicant)**